

## **POSITION DESCRIPTION: PROTOCOL ASSISTANT**

This document lists the major duties and responsibilities of the Protocol Assistant.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **1. PROTOCOL DUTIES**

Plans and manages protocol aspects of official events hosted by the Ambassador, the Deputy Chief of Mission, or other Embassy Officers, which includes but not limited to:

- Prepares guest lists and invitations for events, ensures that they are properly delivered, and verifies acceptances/regrets.
- Coordinates events with Ambassador's residential staff.
- For formal lunches and dinners, produces seating charts, place cards, and table arrangements, which includes center pieces.
- Meets and greets guests at official events.
- Responsible for maintaining Embassy's contact database.
- In coordination with Embassy officials, develops and maintains contact lists and guest lists for receptions, lunches, dinners, and other representational activities. Ensures that the data is accurate.
- Participate in meetings, conferences and social functions to aid on matters of protocol.
- Maintains and updates biographic profiles.
- Keeps a calendar of events of interest for Embassy personnel of special events in Iceland.
- Provides translations (Icelandic-English, English-Icelandic) of protocol-related materials.
- Receives Embassy visitors as directed.

#### **2. OTHER DUTIES**

- Acts as the official Embassy photographer.
- Takes on "special projects" as directed.
- Performs other duties as assigned.